

ADMINISTRATIVE-INTERNAL USE ONLY*Steve*
File Oversight
*Procedures*9 January 1985
OLL:, 85-0058

MEMORANDUM FOR: All OLL Employees

FROM: Charles A. Briggs
Director, Office of Legislative Liaison

SUBJECT: Notification of Oversight Committees of
Presidential Findings and Memoranda of
Notification (MONs)

1. Effective immediately the following procedures will govern notification to HPSCI and SSCI, HAC and SAC Defense Subcommittees of Presidential Findings and MONs. Please note that these are not mechanical procedures. They require in every case a degree of judgment and tact if we are to provide the best possible service to the Committees and the Agency.

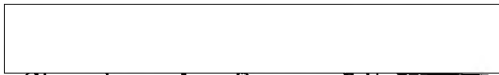
2. Upon receipt of written confirmation of a Finding or MON, Liaison Division will attempt orally to notify staff of the four Committees on the same day as we receive notification. All attempts to reach staff will be documented whether successful or not. Upon making contact, such information as has been provided to us will be communicated to staff unless a restriction has been ordered by proper authority.

3. Thereafter, as soon as is feasible, but not later than five working days, written notification of the Finding or MON will be given to the four Committees. This notification will conform to the procedures the Agency has agreed to with HPSCI and SSCI. HAC Defense Subcommittee will receive the same information as HPSCI, and SAC Defense Subcommittee the same as SSCI if there is any difference between the HPSCI and SSCI procedures.

4. Should any of the four Committees require information beyond that provided in the oral notification and be unable to wait for the written material to follow, Liaison Division should attempt to arrange briefings by the Directorate of Operations.

Distribution:

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Charles A. Briggs *CB*
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